



# **Welcome to NC4 Training**

## **Module: Data Dictionary**



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# 1 Module: Data Dictionary

The NC4 Application is deployed with a central database called the Data Dictionary. Within the Data Dictionary are configurable keywords, user definable values, and access control groups that are used to generate and display content for drop-down menus. This includes and is not limited to control the display of forms, common system features, views, map icons and default email notification messages.

The elements within Data Dictionary are:

- Keywords
- Color Codes
- Position Template
- Default Menu

This module addresses Keywords and Color Codes. The Position Template is discussed in the Module: Report Views: Default Menu is covered with Application Administration.

The configuration of the NC4 Application is critical to tailoring the application to the operational needs of the organization. The Data Dictionary report forms contribution to the configuration process is composed of the following:

- Populating the **drop-down menus (picklists)** with information that is in accordance with your jurisdiction's SOP's. The list of configurable items appear in:
  - Data Dictionary>Keywords
- Selecting the **color codes** and providing the associative descriptions based on your SOP's is performed in:
  - Data Dictionary>Color Codes

## Learning Objectives

After completing this module, learners will be able to:

- View and update system Keywords.
- View and update system Color Codes.



## 2 Data Dictionary Keywords

The Data Dictionary is a central database used to store all the data that is used to populate the fields in the system. Within the Data Dictionary are configurable Keywords that are used to generate lists of valid entries that display in drop-down menus referred to sometimes as “picklists”. This includes the report form fields and their associated values. The Data Dictionary is preloaded with generic values during the software development process and is implemented along with the application. Users can have access rights to view and/or update selected **Keyword** list values.

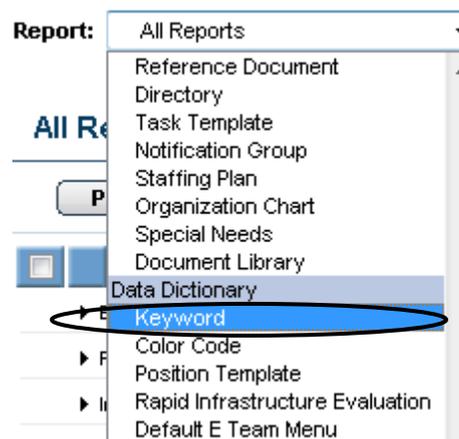
### 2.1 What is a “Keyword?”

Keywords are primarily the non color-coded items appearing in the drop-down menus used in the system. While working with the system, the user can either key their entry into the field or they can select the entry from a menu list of values. Keywords may also affect whether a form or function is accessible in the system. Specific definitions for each Keyword are found on the Keyword screen.

### 2.2 Viewing Data Dictionary Keywords

This section of the module provides an overview of the **Data Dictionary Keyword** report and the **Keywords** form. You will become familiar with the layout of the form and understand the type of information that it contains.

Keywords are presented to you in alphabetical order when you select **Keyword** from the Report navigation drop-down menu, as shown in Figure 1.



**Figure 1 Selecting Keyword**

The Data Dictionary **Keywords** summary screen shows all Keywords alphabetically as shown in Figure 2.



Report:  View by:

DD Keywords by Name

[Expand All](#) [Collapse All](#)

Auto Refresh  Off  On This screen last updated (00:00:02:50)

Keyword	Reports	Description
<input type="checkbox"/> <a href="#">ActionReportProgress</a>	Action Request	All values in this list appear in the Progress picklist on the Action Request Report.
<input type="checkbox"/> <a href="#">ActionRequest</a>	Sub-Task,Task	When set to ""Enable"" the E Team Action Request Feature is functional. All other values will result in the feature being hidden.
<input type="checkbox"/> <a href="#">ActivityType</a>	Planned Activity	All values in this list appear in the Activity Type picklist on the Planned Activity Report.
<input type="checkbox"/> <a href="#">AreaOfOperation</a>	Intel Biography,Intel Entity,Intel Location	All values in this list appear in the Area of Operation picklist on the Location Intelligence Report and in the Known Areas of Operation multi picklist on the Entity Intelligence and Biography Intelligence Reports.
<input type="checkbox"/> <a href="#">AssetCategory</a>	Critical Assets	All values in this list appear in the Critical Asset Category picklist on the Critical Asset Report. DO NOT USE SPECIAL CHARACTERS WHEN ENTERING CATEGORY KEYWORDS.
<input type="checkbox"/> <a href="#">BuildingDamage</a>	Incident	All values in this list appear in the Building Damage picklist on the Incident Report.

Figure 2 Keyword Summary Screen by Name

2.2.1 Sorting Keywords

The Keyword summary screen can be sorted by selecting sort order in the **View by** drop down menu as shown in Figure 3.



Figure 3 Keyword View by Drop Down Menu



### 2.2.2 Viewing Keywords

The **DD Keywords by Name** list, as shown in Figure 4, displays the Keyword with a Name link, **Reports** the keyword is associated with, and a **Description** or definition of the keyword.

DD Keywords by Name Expand All Collapse All

Print Auto Refresh  Off  On This screen last updated (00:00:10:15)

Keyword	Reports	Description
<a href="#">ActionReportProgress</a>	Action Request	All values in this list appear in the Progress picklist on the Action Request Report.
<a href="#">ActionRequest</a>	Sub-Task,Task	When set to ""Enable"" the E Team Action Request Feature is functional. All other values will result in the feature being hidden.
<a href="#">ActivityType</a>	Planned Activ...	All values in this list appear in the Activity Type picklist on the Action Request Report.

**Figure 4 Keyword Columns**

To view an existing keyword in the main status screen, click the **Keyword Name** link to open the **Data Dictionary Keywords** form, as shown in Figure 5.

DD Keywords by Name

Print

Keyword	Reports
<a href="#">ActionReportProgress</a>	Action Request
<a href="#">ActionRequest</a>	Sub-Task,Task

etteam: Keywords - Windows Internet Explorer

http://previ...nc4.us/etteam/report/keyword.do?target=read&id=12345-SYSTEM-1100&reportType=keyword

**Keywords** Help Update Print Close

\*Red Label: indicates a required field.

<b>Keyword:</b>	<b>Reports:</b>
ActionRequest	Sub-Task,Task
<b>Description:</b>	
When set to ""Enable"" the E Team Action Request Feature is functional. All other values will result in the feature being hidden.	
<b>ENTER KEYWORD VALUES:</b>	
Enable	

**Figure 5 Keywords detail view**



You will see the    buttons in the upper right corner of the Keyword form in *View* mode depending on your system access level and the discretion of the System Administrator. Use the **Update** button to edit or add to the keyword report, the **Print** button to print a copy of the keyword report, and the **Close** button to close the keyword report window.



## 2.3 Updating Data Dictionary Keywords by Name

In this section of the module, you will follow a step-by-step process of updating a **Data Dictionary Keyword by Name**. You will become familiar with the details of the Keyword form and gain practical experience with the type of information that it can contain.

The Data Dictionary Keywords are preloaded during implementation and deployment of the system. Users can have access rights to *view* and/or *update* Keywords.

To access the **Keywords** form that enables you to update the allowable values for the Keyword, perform the following steps:

1. Click **Keyword** from the **Report** navigation drop-down menu as shown in Figure 1.
2. The **Keywords by Name** report displays, as shown in Figure 6.

Keyword	Reports	Description
<a href="#">ActionReportProgress</a>	Action Request	All values in this list appear in the Progress picklist on the Action Request Report.
<a href="#">ActionRequest</a>	Sub-Task,Task	When set to "Enable" the E Team Action Request Feature is functional. All other values will result in the feature being hidden.
<a href="#">ActivityType</a>	Planned Activity	All values in this list appear in the Activity Type picklist on the Planned Activity Report.
<a href="#">AreaOfOperation</a>	Intel Biography,Intel Entity,Intel Location	All values in this list appear in the Area of Operation picklist on the Location Intelligence Report and in the Known Areas of Operation multi picklist on the Entity Intelligence and Biography Intelligence Reports.
<a href="#">AssetCategory</a>	Critical Assets	All values in this list appear in the Critical Asset Category picklist on the Critical Asset Report. DO NOT USE SPECIAL CHARACTERS WHEN ENTERING CATEGORY KEYWORDS.
<a href="#">BuildingDamage</a>	Incident	All values in this list appear in the Building Damage picklist on the Incident Report.

**Figure 6 Keywords by Name list view**

3. Click a **Keyword Name** link in the center view frame to open the Keyword form in *View* mode, as shown in Figure 7. The Keywords form contains the information associated with the **Keyword Name** selected.

**Figure 7 Keywords Form detail view**

- Click the **Update** button to *edit* the Keyword. The Keyword form opens in *edit* mode, as shown in Figure 8. Edit the **Keyword** value.

**Figure 8 Keywords Form in edit mode**

- Click the **Submit** button to save the new values. You will be returned to the list of Keywords. When you open a report that uses the keyword you will be able to use the new values.

## 2.4 Updating Data Dictionary Keywords by Report

To access the Keywords form that enables you to update the allowable values for the Keyword, perform the following steps:

1. Click **Keyword** from the Report navigation drop-down menu.
2. Click **Report** in the **View by** drop-down menu.
3. The **DD Keywords by Report** displays as shown in Figure 9.

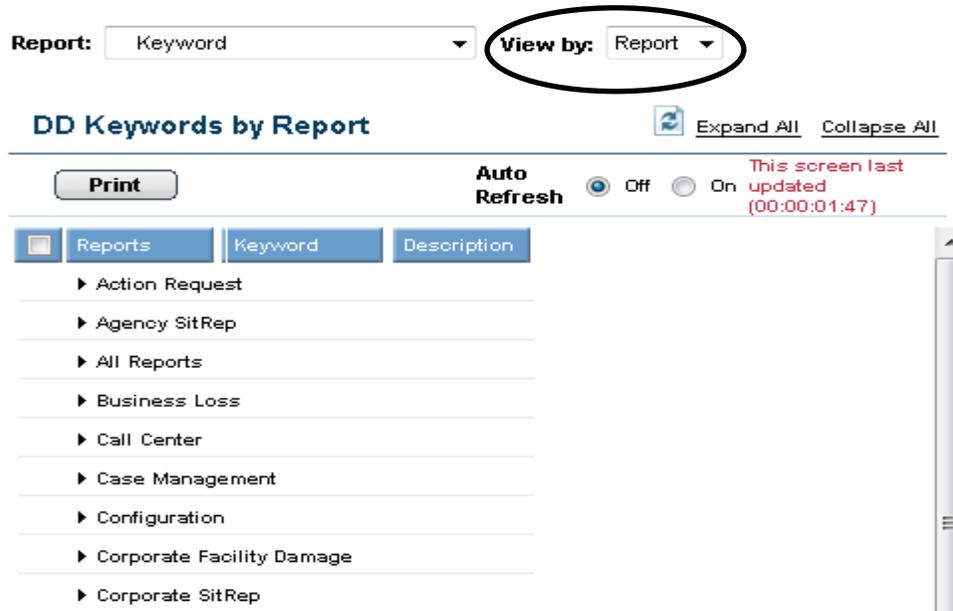


Figure 9 Keywords by Report list view

4. Click the "▶" triangle icon in the center view frame until the **Keyword Name** link is displayed as shown in Figure 10.

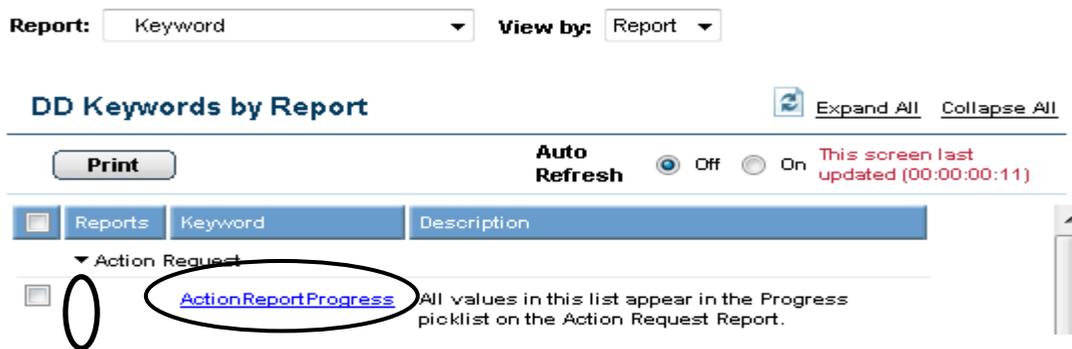


Figure 10 Report Keyword



- Click the **Keyword Name** link and the Keyword form displays. The Keyword form contains the information associated with the Keyword selected from the report as shown in Figure 11.

**Keywords** Help

Update Print Close

\*Red Label: indicates a required field.

<b>Keyword:</b> ActionReportProgress	<b>Reports:</b> Action Request
---	-----------------------------------

**Description:**  
All values in this list appear in the Progress picklist on the Action Request Report.

**ENTER KEYWORD VALUES:**

- Pending
- 25% Completed
- 50% Completed
- 75% Completed
- Completed

**Figure 11 Keywords by Report detail view**

- Click the **Update** button to *edit* the Keyword.
- Read the Reports to which the Keyword applies as shown in Figure 12.

The screenshot shows a web-based interface for editing keywords. At the top left, the title 'Keywords' is displayed. In the top right corner, there are 'Submit' and 'Cancel' buttons, along with a 'Help' icon. A red asterisk indicates a required field. Below the title bar, there are two columns: 'Keyword:' with the value 'ActionReportProgress' and 'Reports:' with the value 'Action Request'. A 'Description:' section contains the text: 'All values in this list appear in the Progress picklist on the Action Request Report.' Below this is a section titled 'ENTER KEYWORD VALUES:' which contains a text area with the following list of values: 'Pending', '25% Completed', '50% Completed', '75% Completed', and 'Completed'. At the bottom of the text area is a 'Sort Keywords' button. A red note at the bottom right of the interface states: 'Note: Please separate the multiple values by new line, or blank line.'

**Figure 12 Keywords by Report in edit mode**

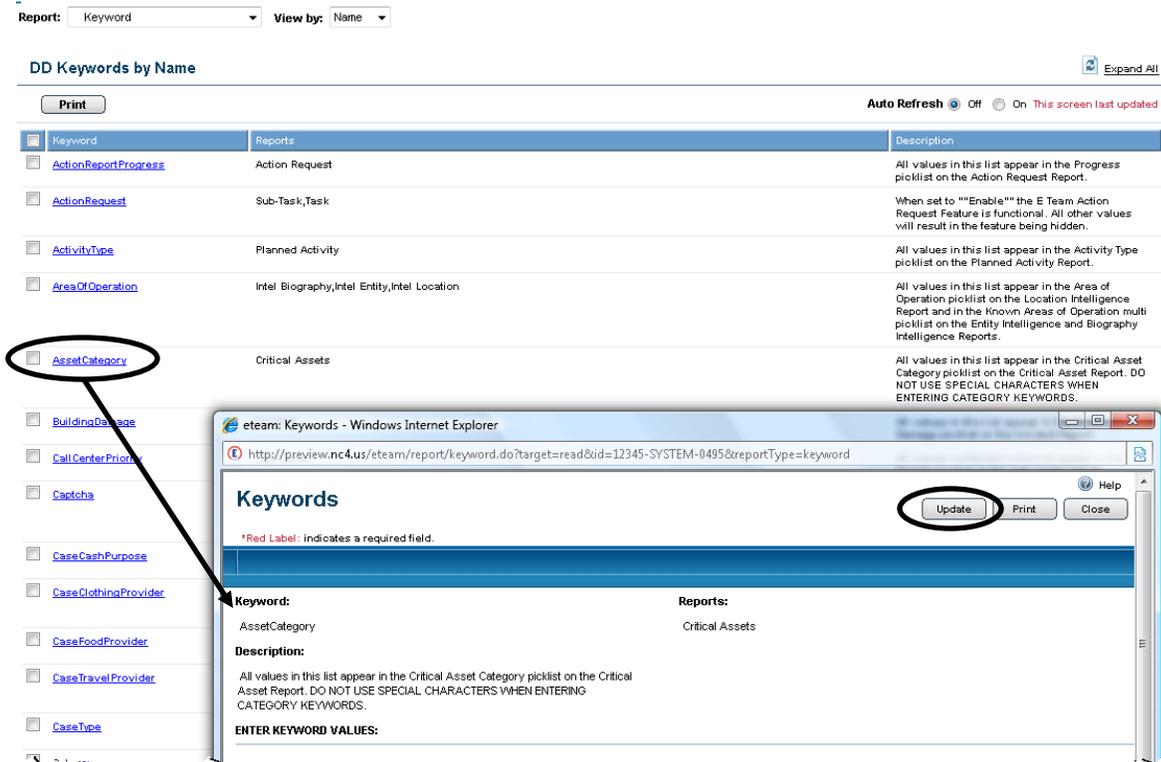
9. Modify the Keyword values as necessary.
10. Sort the Keyword if necessary.
11. Click the **Submit** button to save your changes in the system. You will be returned to the list of Keywords. When you open a report that uses the keyword you will be able to use the new values.

## 2.5 Updating Critical Asset Category and Type

This section of the module provides an overview of updating the **Asset Category** using the **AssetCategory** Keyword and the **Asset Type** using the **CriticalAssetType** Keyword.

### 2.5.1 Updating the AssetCategory Keyword

1. To view the **AssetCategory** Keyword, click the Keyword Name link to open the **Data Dictionary Keywords** form, as shown in Figure 13.



**Figure 13 Viewing the Asset Category Keyword**

2. Click the **Update** button to *edit* the AssetCategory Keyword. The Keyword form opens in *edit* mode, as shown in Figure 14.

**Keywords** Help

Submit Cancel

\*Red Label: indicates a required field.

**Keyword:** AssetCategory  
**Reports:** Critical Assets

**Description:**  
All values in this list appear in the Critical Asset Category picklist on the Critical Asset Report. DO NOT USE SPECIAL CHARACTERS WHEN ENTERING CATEGORY KEYWORDS.

**ENTER KEYWORD VALUES:**

EMERGENCY SUPPORT FUNCTION (ESF)  
GENERAL  
CRITICAL INFRASTRUCTURE  
FACILITIES/MOBILE FACILITIES AND EQUIPMENT  
NUTRITION, CLOTHING, EQUIPMENT and SUPPLIES  
SEARCH AND RESCUE  
PUBLIC WORKS/LOGISTICS  
LAW ENFORCEMENT  
HEALTH and MEDICAL  
FIRE/HAZMAT  
EMS  
EMERGENCY MANAGEMENT  
ANIMAL HEALTH  
ESF 1  
ESF 2

Sort Keywords Note: Please separate the multiple values by new line, or blank line.

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**Figure 14 AssetCategory Keyword Form in edit mode**

3. Add new **AssetCategory** keyword values by keying in an entry. Each entry must be separated by a new line or a blank line as shown in Figure 15.
4. Click the **Sort Keywords** button to order the Keyword Values alphabetically. The sorting process adds a space at the top of the values listing to allow for new values.

**Keywords** Help

\*Red Label: indicates a required field.

<b>Keyword:</b> AssetCategory	<b>Reports:</b> Critical Assets
----------------------------------	------------------------------------

**Description:**  
All values in this list appear in the Critical Asset Category picklist on the Critical Asset Report. DO NOT USE SPECIAL CHARACTERS WHEN ENTERING CATEGORY KEYWORDS.

**ENTER KEYWORD VALUES:**

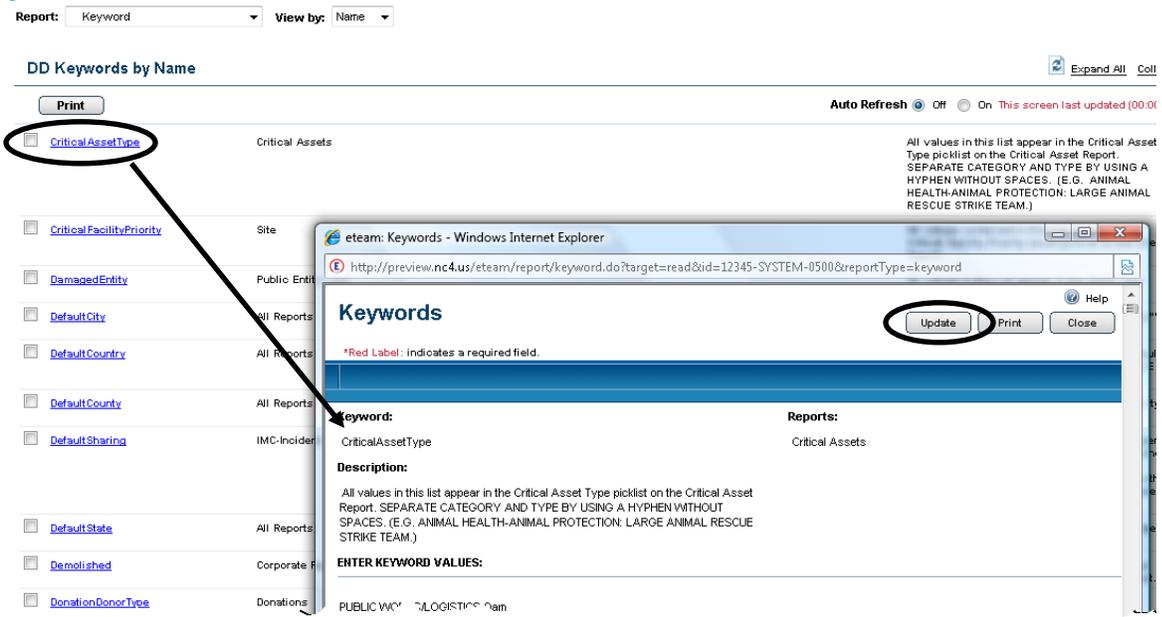
- SEARCH AND RESCUE
- ANIMAL HEALTH
- CRITICAL INFRASTRUCTURE
- EMERGENCY MANAGEMENT
- EMERGENCY SUPPORT FUNCTION (ESF)
- EMS
- ESF 1
- ESF 10
- ESF 11
- ESF 12
- ESF 13
- ESF 14
- ESF 15
- ESF 16

**Figure 15 Adding a new AssetCategory Keyword**

5. Click the **Submit** button to save your changes in the system. When you open a report that uses the modified **Asset Category** field, you will be able to use the new values.

### 2.5.2 Updating the CriticalAssetType Keyword

1. To view the **CriticalAssetType** Keyword, click the Keyword Name link to open the Data Dictionary Keywords form, as shown in Figure 16.



**Figure 16 Viewing the CriticalAssetType Keyword**

2. Click the **Update** button to *edit* the **CriticalAssetType** Keyword. The Keyword form opens in *edit* mode, as shown in Figure 17.

**Keywords** Help

Submit Cancel

\*Red Label: indicates a required field.

<b>Keyword:</b>	<b>Reports:</b>
CriticalAssetType	Critical Assets

**Description:**

All values in this list appear in the Critical Asset Type picklist on the Critical Asset Report. SEPARATE CATEGORY AND TYPE BY USING A HYPHENWITHOUT SPACES. (E.G. ANIMAL HEALTH-ANIMAL PROTECTION: LARGE ANIMAL RESCUE STRIKE TEAM)

**ENTER KEYWORD VALUES:**

PUBLIC WORKS/LOGISTICS-Dam  
 ESF 17-Animal Blood - Type I - Whole Blood  
 ESF 17-Animal Blood - Type II - Platelets  
 ESF 17-Animal Blood - Type III - Plasma  
 ESF 17-Animal Blood - Type IV - Serum  
 ESF 17-Animal Blood - Type V - Red Blood Cells  
 ESF 17-Animal Blood - Type VI - White Blood Cells  
 ESF 17-Animal Food - Type I - Dog  
 ESF 17-Animal Food - Type II - Dog, Special Diet  
 (Requestor must specify)  
 ESF 17-Animal Food - Type III - Cat  
 ESF 17-Animal Food - Type IV - Cat, Special Diet  
 (Requestor must specify)  
 ESF 17-Animal Food - Type V - Bird  
 ESF 17-Animal Food - Type VI - Bird, Special Diet

Sort Keywords Note: Please separate the multiple values by new line, or blank line.

**Figure 17 CriticalAssetType Keyword Form in edit mode**

- All new entries must follow a specific format, the AssetCategory and CriticalAssetType separated by a hyphen. e.g. CRITICAL INFRASTRUCTURE-Type I Agriculture. No spaces may be located on either side of the hyphen. Each entry must be separated by a new line or a blank line as shown in Figure 18.
- Click the **Sort Keywords** button to order the Keyword Values, which lists the **Asset Category** followed by the **Critical Asset Type**, alphabetically. The sorting process adds a space at the top of the values listing to allow for new values.

## Keywords

Help

\*Red Label: indicates a required field.

---

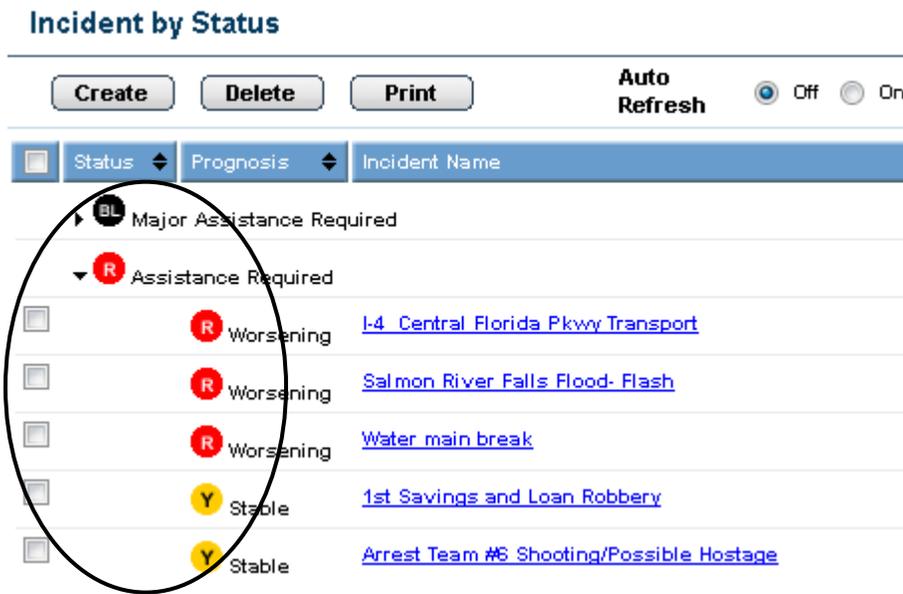
<p><b>Keyword:</b> CriticalAssetType</p> <p><b>Description:</b> All values in this list appear in the Critical Asset Type picklist on the Critical Asset Report. SEPARATE CATEGORY AND TYPE BY USING A HYPHEN WITHOUT SPACES. (E.G. ANIMAL HEALTH-ANIMAL PROTECTION; LARGE ANIMAL RESCUE STRIKE TEAM.)</p> <p><b>ENTER KEYWORD VALUES:</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 200px;"> <p>CRITICAL INFRASTRUCTURE-Type I Agriculture</p> <p>CRITICAL INFRASTRUCTURE-Type II Banking &amp; Finance Systems</p> <p>CRITICAL INFRASTRUCTURE-Type III Chemical Systems</p> <p>CRITICAL INFRASTRUCTURE-Type IV Commerce Systems</p> <p>CRITICAL INFRASTRUCTURE-Type IX Emergency Services - EMS</p> <p>CRITICAL INFRASTRUCTURE-Type V Dams</p> <p>CRITICAL INFRASTRUCTURE-Type VI Defense Industrial Base</p> <p>CRITICAL INFRASTRUCTURE-Type VII Drinking Water Supply Systems</p> <p>CRITICAL INFRASTRUCTURE-Type VIII Electrical Power Systems</p> <p>CRITICAL INFRASTRUCTURE-Type X Emergency Services - Fire/USAR</p> <p>CRITICAL INFRASTRUCTURE-Type XI Emergency Services -</p> </div>	<p><b>Reports:</b> Critical Assets</p>
---	--

**Figure 18 Adding a new CriticalAssetType Keyword**

5. Click the **Submit** button to save your changes in the system. When you open a report that uses the modified **Asset Type** field, you will be able to use the new values.

### 3 Color Codes

The Color Codes that the system uses to visually identify fields such as **Prognosis** and **Status** shown in Figure 19, are locally defined and maintained in the Data Dictionary. **Color-Coded** keywords allow you to customize the status of fields throughout the system.



**Figure 19 Example of system Color Codes**

There are nine different colors provided to customize the system. Colors are treated by the system views as descending in seriousness from BLACK, which means worst, through GREEN, which means best and GRAY, which means explicitly reported as unknown.

You may decide whether or not a color is used by activating the **Enable/Disable** switch, and what its text description should be. You can choose the color progression, except for BLUE, that cannot be changed. The order of the colors cannot be changed. These colors are used to display icons on map views as well.

### 3.1 Editing Color Codes

To access the **Color Codes** form that enables you to update the allowable values for Color Codes, perform the following steps:

1. Click **Color Code** from the **Report** navigation drop-down menu.
2. The **Colored Status by Name** report displays as shown in Figure 20.

Report:  View by:

**Colored Status by Name** [Expand All](#) [Collapse All](#)

**Auto Refresh**  Off  On This screen last updated (00:00:01:10)

Keyword	Reports	Description
▶		HotlineReportClassification
▶		HotlineReportPriorityStatus
▶		IntelThreatLevel
▶		MedicalIncidentSeverity
▶		OverallRating
▶		Priority
▶		PriorityResource

**Figure 20 Color Codes list view**

**Color Codes** can be sorted by **Name** or by **Report** by selecting the appropriate sort order from the navigation sub menu. **Color Codes by Name** is the default view in the center view frame.

3. In the Keyword column, scroll down the list to select the **Color Code** to be updated.
4. Click the "▶" triangle icon in the center view frame until the **Keyword Name** link is displayed.
5. Click the **Keyword Name** link to open the Color Coded pick list form in view mode, as shown in Figure 21.

Report:  View by:

Colored Status by Name

Keyword	Reports	Description
▶ HotlineReportClassification		
▶ HotlineReportPriorityStatus		
▼ IntelThreatLevel		
<input type="checkbox"/> Intel Biography		Color Coded Threat Level for the Summary Intelligence, Location Intelligence, Entity Intelligence and Biography Intelligence Reports.
<input type="checkbox"/> Intel Entity		
<input type="checkbox"/> Intel Location		
<input type="checkbox"/> Intel Summary		
▶ Medical Incident		
▶ Overall Rating		
▶ Priority		
▶ PriorityResource		
▶ PrioritySubTask		
▶ PriorityTask		
▶ PrognosisEvent		

**Color Coded Picklist**

\*Red Label: indicates a required field.

<b>Keyword:</b>	<b>Reports:</b>
IntelThreatLevel	Intel Biography, Intel Entity, Intel Location, Intel Summary
<b>Description:</b>	
Color Coded Threat Level for the Summary Intelligence, Location Intelligence, Entity Intelligence and Biography Intelligence Reports.	

Figure 21 Color Coded Form detail view

6. Click the **Update** button to *edit* the Color Code values.
7. The Color Code form displays in *edit* mode as shown in Figure 22.



**Color Coded Picklist**
Help

\*Red Label: indicates a required field.

---

**Keyword:**  
IntelThreatLevel

**Reports:**  
Intel Biography, Intel Entity, Intel Location, Intel Summary

**Description:**  
Color Coded Threat Level for the Summary Intelligence, Location Intelligence, Entity Intelligence and Biography Intelligence Reports.

**ENTER KEYWORD VALUES:**

Colors are treated by the system views as descending in seriousness ("bad-ness") from BLACK, which means worst, through GREEN, which means best and GRAY, which means explicitly reported as unknown. You can use whatever terms you choose for the progression, except for BLUE, that cannot be changed. Any color can be disabled, if you do not want to use it. These colors are used to display icons on map views as well. Please note that you are limited to a maximum of 45 characters, including spaces. Any characters greater than 45 will be truncated to the 45th character.

Keyword:	Color:	Description in picklist:
Disabled	black	
Disabled	purple	
Enabled	red	Severe
Enabled	orange	High
Enabled	yellow	Elevated
Enabled	green	Low
Disabled	teal	
Enabled	gray	Unknown
Disabled	blue	Closed

**Figure 22 Color Code Form detail in edit mode**

8. For each color, select Enabled or Disabled from the Keyword drop-down menu.
9. Key in a description of an enabled color code into the **Description** field as shown in Figure 22.
10. Click the **Submit** button to save the updated Color Code(s). The new Color Code values are immediately accessible in the system.

Remember that changes you make to Color Codes will affect the entire system.

